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STATE MILITARY DEPARTMENT  
JOINT FORCE HEADQUARTERS ALABAMA NATIONAL GUARD  
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE  
P. O. BOX 3711  
MONTGOMERY, ALABAMA 36109-0711

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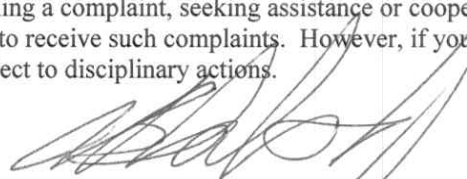
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9 September 2008

MEMORANDUM FOR CIVILIAN EMPLOYEES IN THE ALABAMA NATIONAL GUARD

SUBJECT: The Right of Civilian Employees to Present Complaints—or Request Assistance from—the Inspector General

1. All civilian employees have the right to present complaints or requests for assistance to the Inspector General. These complaints or grievances may include what the civilian employee believes to be evidence of Fraud, Waste and Abuse.
2. Before visiting the Inspector General, you should consider whether your immediate supervisor can address your concerns in a more prompt manner or follow one of the procedures in paragraph three below.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. The Alabama National Guard Human Resources Office can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin or disability, contact Lt Col Barbara Harris, AL EEO Manager, JFHQ, AL/J1-HRO-SEEM, P. O. Box 3711, Montgomery, AL 36109-0711. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; nonappropriated fund employees will address such complaints to the Department of Defense Inspector General.
4. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions that you feel your supervisor has failed to (or cannot) resolve, you may visit, call or write your local Inspector General using the following contact information: COL Sheri L. Tonner, (ATTN: IG Office) P.O. Box 3711, Montgomery, AL 36109-0711, Fort George C. Wallace, Room 213, Office Hours are Monday-Friday, 0800-1700, Phone: (334) 271-7245 or Toll Free 1-866-456-2764, PIN# 7245. Fax # 334-271-7302. Email: int-igal@ng.army.mil
5. If you believe that your local Inspector General's response to your concerns is not fair, complete or in accordance with law or regulation—or if you believe that contacting your local Inspector General may jeopardize your interests—you may write to National Guard Bureau, ATTN: NGB-IG, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3259. You may also call the Department of the Army Inspector General (DAIG) or the Department of Defense Inspector General (DODIG) Hotline. Their telephone numbers are DAIG Assistance Line: 1-800-752-9747 (toll free) and DODIG Hotline: 1-800-424-9098 (toll free). For Air Guard assistance contact: AF/IG Hotline 703-588-1562 or 1-800-538-8429; FAX: 703-696-2555 or DSN 426-2555. You may write to SAF/IGQ, 1140 Air Force Pentagon, Washington, DC 20330-1140
6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in AR 385-10, paragraph 4-4.
7. In accordance with Army Regulation 20-1, paragraph 1-12, the Inspector General has the duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, contact or assist the Inspector General during an inspection or investigation, or otherwise interact with the Inspector General.
8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General or a member of Congress. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance or cooperating with the Inspector General, a member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the Inspector General, you will be subject to disciplinary actions.



ABNER C. BLALOCK  
Major General, ALARNG  
The Adjutant General

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